RELEASE NOTES
N-FOCUS Major Release
JULY 10, 2006

A major release of the N-FOCUS system is being implemented on July 10, 2006. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into five main sections:

- **General Interest and Mainframe Topics:** All N-FOCUS users should read this section.
- **Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.
- **Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.
- **Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements, or fixes specific to Foster Care Review Board functions.
- **Expert System:** All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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GENERAL INTEREST AND MAINFRAME

ADMINISTRATIVE ROLES

END DATE PROBLEM (FIX)

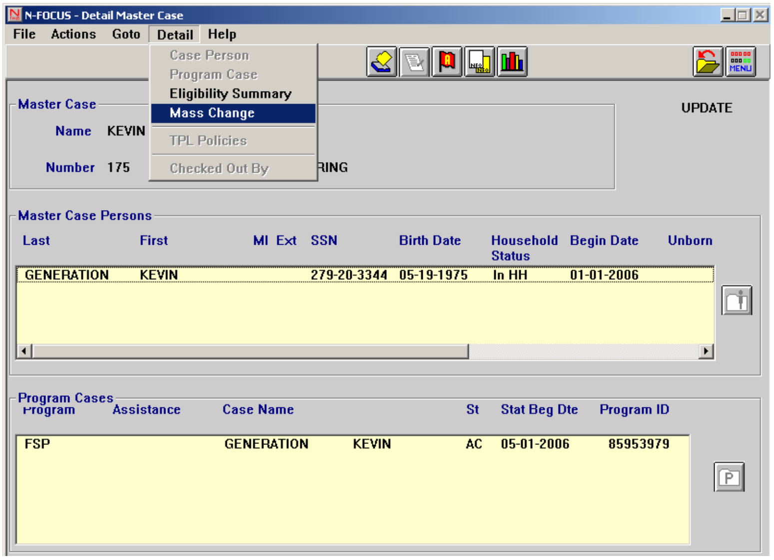
A problem had been identified with administrative roles where the role was being end-dated by the system and could not be reopened the same day. This problem has been fixed.

AUTOMATED MASS CHANGE

AUTOMATED MASS CHANGE WINDOWS AVAILABLE (NEW)

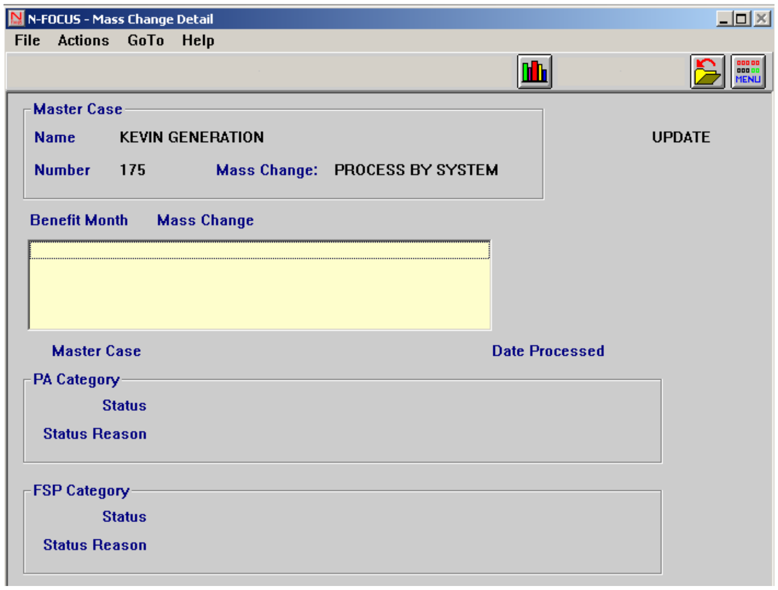
The changes have been incorporated in N-FOCUS to allow for the automated mass change process. The first automated mass change will be processed the middle of August, 2006 for the October FSP mass changes. More information will follow regarding the mass changes. A Mass Change Detail window has been added. To view this window:

1. Navigate to the Detail Master Case window and select Mass Change from the Detail drop-down menu.



Result: The Mass Change Detail window displays.

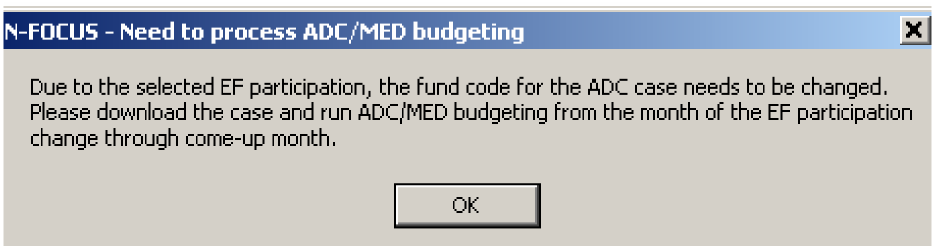
Training material with instructions on how to process MESA will be available before the first mass change processes.



CASE MAINTENANCE

ADC Fund Code Pop-Up When Updating EF Participation (TIP)

When an EF case is updated to or from Exempt status, it is necessary to run the ADC budget to set the fund code. The following message appears as a reminder:



It is advised to update the EF case status first, then check the case out and run the ADC budget rather than running the budget and then updating the EF status. This will ensure the correct fund code is recorded on the ADC case.

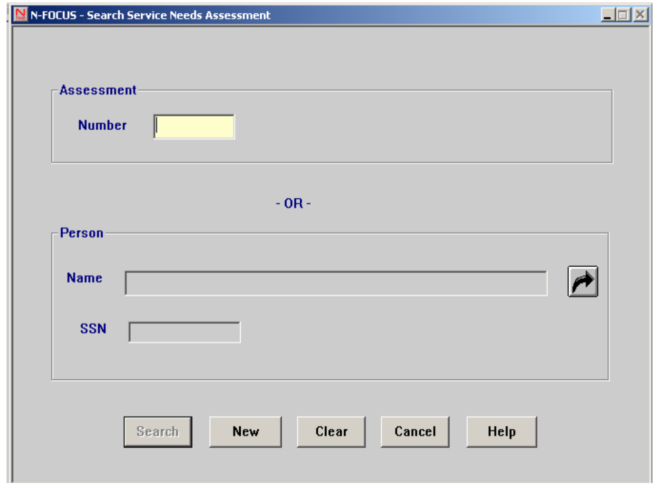
Service Needs Assessment Added For PASS And SSAD (NEW)

The ability to document a Service Needs Assessment has been added to N-FOCUS. The new functionality allows for on-line assessment of a client's need for either Chore services provided through the Social Services for Aged and Disabled program (SSAD) or Personal Assistance Services provided through the Personal Assistance Services program (PASS). Additional policy and training material will be provided by the policy staff of the Home and Community Based Services program.

To create a new Service Needs Assessment:

1. Select the Service Needs Assessment icon located in the Services group box on the N-FOCUS Main Menu.

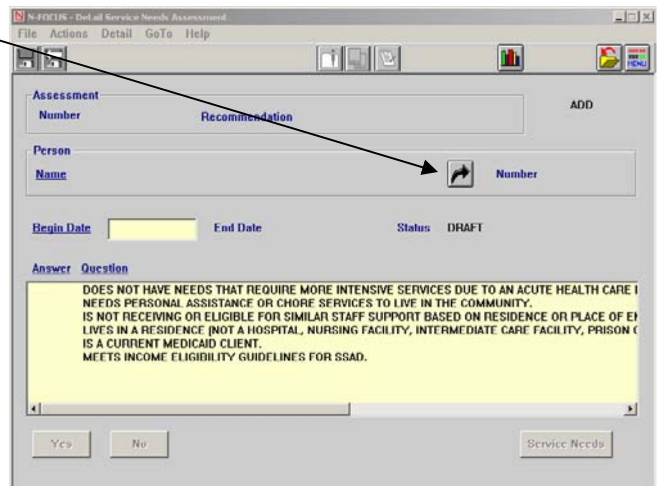
Result: The Search Service Needs Assessment window displays.



2. Select the New button.

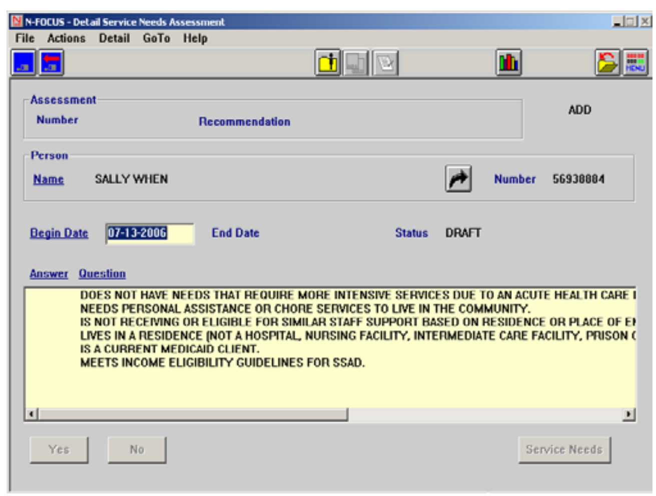
Result: The Detail Service Needs Assessment window displays.

3. Click the out-select arrow to open the Add Person window. Enter the person's data and select OK. You will flow to the Person Resolution List. Remember to select the "Use Existing Person" option if the person is already on N-FOCUS.



4. Enter the Begin Date (the date the assessment was completed with the client).
5. Highlight each question in the box and use the Yes/No button to answer each question.
6. Select the Service Needs button.

Result: The Service Needs Time Assessment window displays.



Note: If you have not saved the Assessment, you will be prompted to do so before you may move on to the Service Needs Time Assessment window. The Assessment is then saved in Draft status until it is approved or denied.

7. Select the Category of service

required from the drop-down list.

Result: Based on your selection, the corresponding Tasks will display on the Task drop-down list.

8. Select the appropriate corresponding Task.

9. Enter the number of times per week the Task is needed.

10. Enter the Time Needed to complete a single occurrence of the Task.

Note: After entering Hours and or Minutes, hit the Tab key or click in the Task Total Weekly Time box and N-FOCUS automatically calculates this number.

11. Select the Add button.

Result: The Task is saved.

12. Continue entering Tasks as needed.

13. Select the Save and Close icon (or Save and Close from the File drop-down menu) when you are finished.

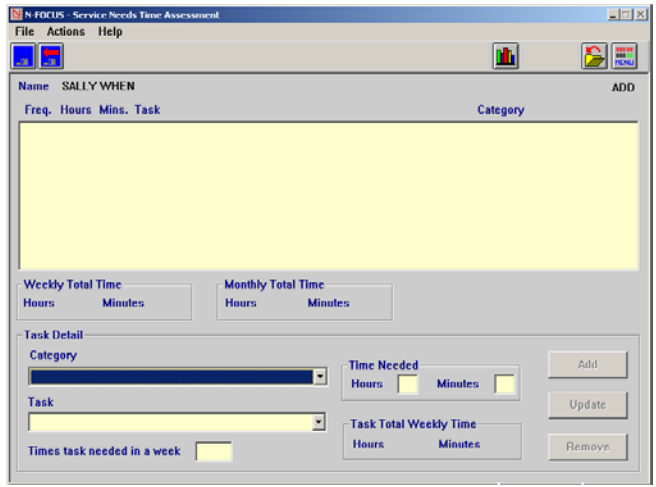
Result: You are returned to the Detail Service Needs Assessment window.

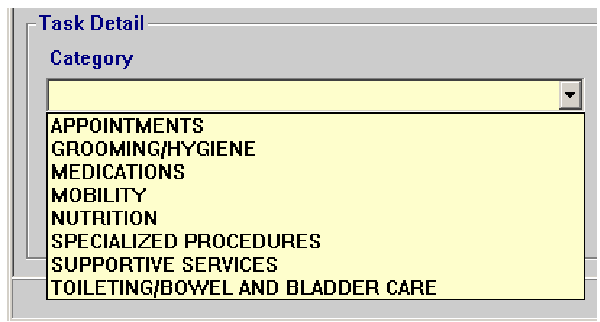
Note: If you have entered a task with incorrect data once it has been added, highlight the task line above, make your corrections and select the Update button. If you wish to completely remove the task, highlight the task line and select the Remove button.

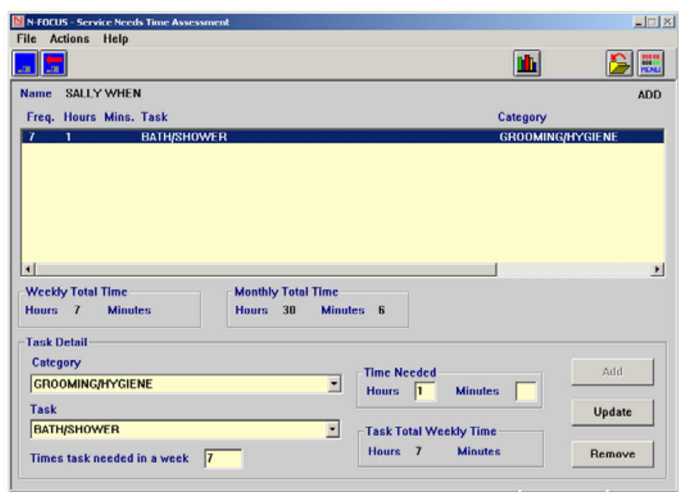
14. Select Approve Assessment (or Deny Assessment if necessary) from the Actions drop-down menu.

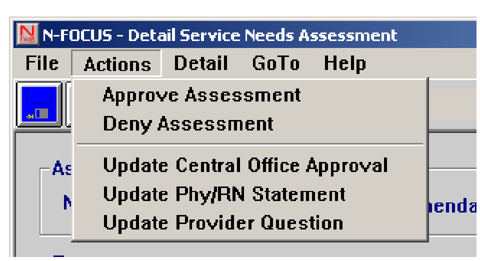
Result: The Approve Service Needs Assessment (or the Deny Service Needs Assessment window displays).

Note: If the total number of

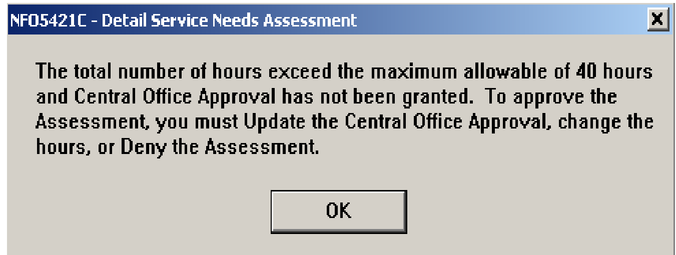


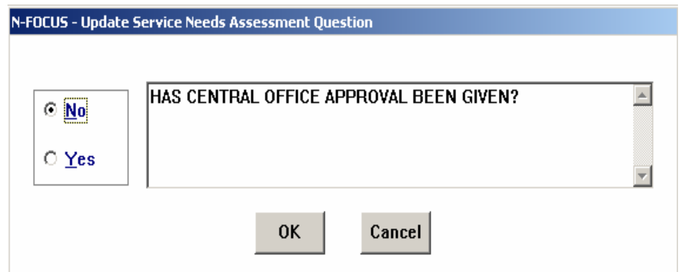




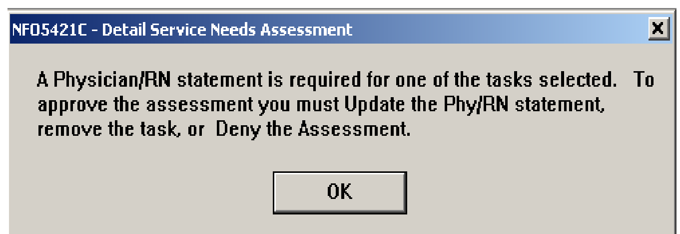


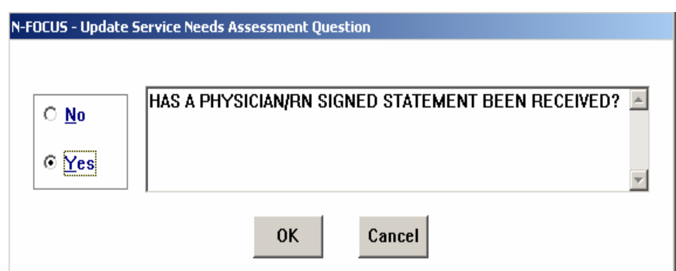
hours requested exceed the maximum allowable of 40 hours per week, you are required to have Central Office Approval. If no authorization is documented, you will receive a reminder message. You will not be able to approve the assessment until Central Office Approval is documented. In this situation, select Update Central Office Approval from the Actions drop-down menu and select the No or Yes radio button to document whether or not you have the approval. Select OK to return to the Detail Assessment window.





Note: If the Category of Specialized Procedures/Health Maintenance Activities Task is entered, a Physician or RN Statement is required. If no statement is documented, you will receive a reminder message. You will not be able to approve the assessment until the Physician/RN statement is documented. In this situation, select Update Phy/RN Statement from the Actions drop-down menu and select the No or Yes radio button to document whether or not you have the statement. Select OK to return to the Detail Assessment window.

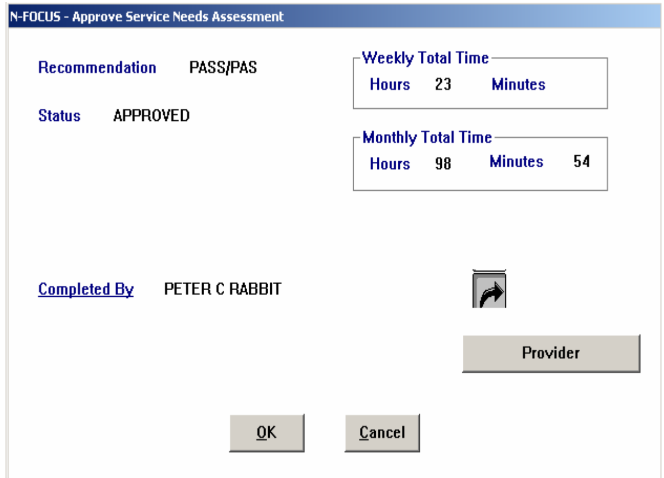




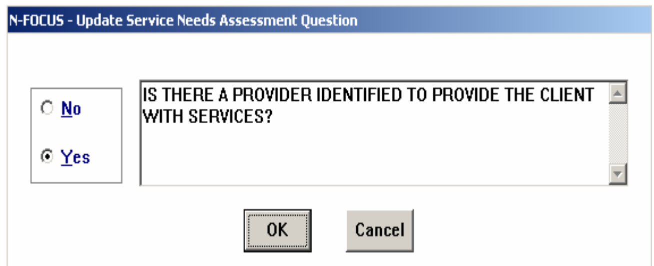
After the necessary information has been documented, you may enter the Approve Service Needs Assessment window.

N-FOCUS will automatically

recommend which program (PASS/PAS or SSAD/Chore) is necessary for the services. The Weekly and Monthly Total Time will display.



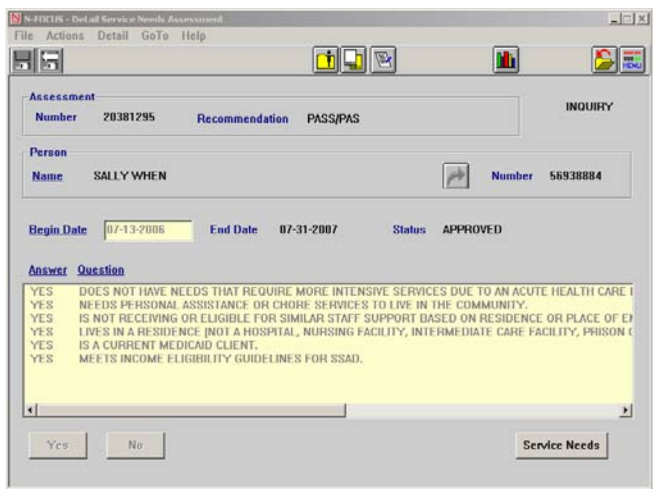
15. Click the out-select arrow to search for the staff person who completed the assessment.
16. Select the Provider button to Update the provider question and select the No or Yes radio button to document whether or not you have identified a provider (optional).



Note: If the Assessment was denied, it will only be necessary to enter the Status reason and the Completed By information.

17. Select OK to return to the Detail Assessment window.
18. Select the Save icon or select Save from the File drop-down menu.

Result: The Assessment is saved. The Detail Service Needs Assessment window changes from Update to Inquiry status. No further updates may be made to the Assessment.

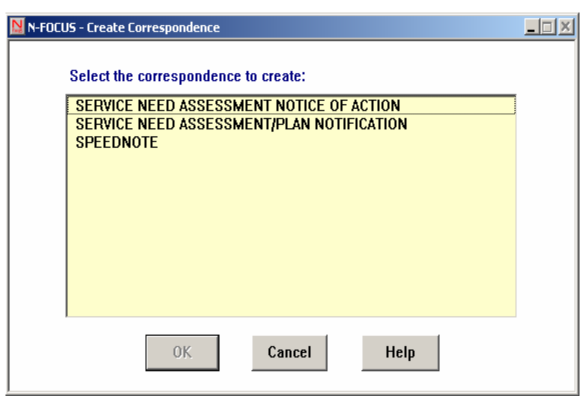


19. Select the Correspondence icon.

Result: The Search Correspondence window displays.

20. Select the New button.

Result: The Create Correspondence window displays.



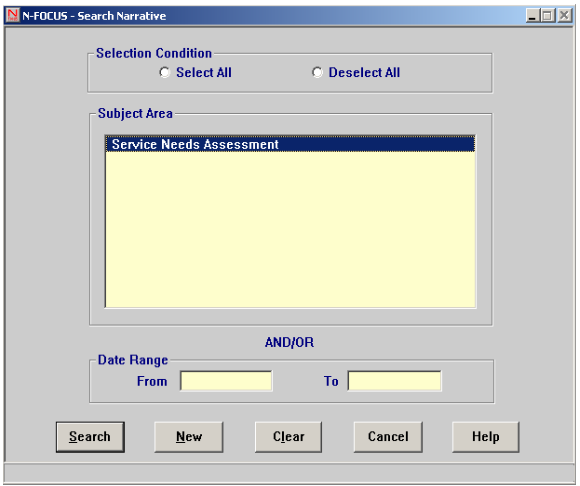
From here you may create a Service Need Assessment Notice of Action and Service Need Assessment/Plan Notification as well as a Speednote if desired.

23. Select the Narrative icon from the Detail Service Needs Assessment window.

Result: The Search Narrative window displays.

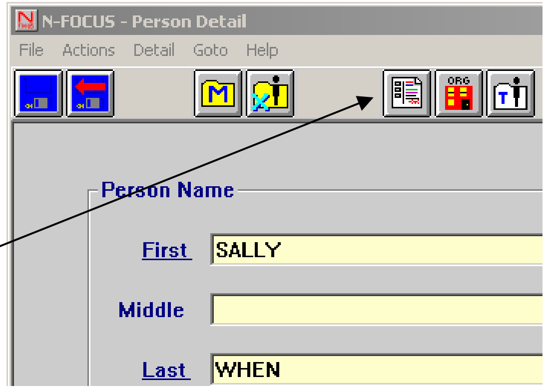
24. Select the New button.

Result: The Detail Narrative window appears.



Note: Document further information in a narrative when you have Specialized Procedures or any service that lists "Specify" as well as when an exception for over 40 hours of PAS services is requested.

Note: Once you have saved the assessment, you may also access it through the Service Needs Assessment icon through the Person Detail window.



CORRESPONDENCE

EF Notice Of Failure To Participate Form WP-5 (NEW)

The Employment First Notice of Failure to Participate Form (WP-5) may now be created on N-FOCUS. The form is located in the Create Correspondence window from the Detail Program Case window of the EF case. The form may be created in English or Spanish. **It must be printed locally**. It will not go out through the batch program.

EF/FSP Referral And Communication Form WP-FS-1 (NEW)

You will now be able to create the EF/FSP Referral and Communication Form (WP-FS-1) on N-FOCUS. The form is located in the Create Correspondence window from the Detail Program Case window for either the EF or FSP case. The form may be created in English or Spanish. **This form must be printed locally**. It will not go out through the batch program.

EF Status Change Report Form WP-3 (NEW)

The Employment First Status Change Report Form (WP-3) may now be created on N-FOCUS. The form is located in the Create Correspondence window from the Detail Program Case window of the EF case. The form may be created in English only. **The form must be printed locally**; it will not go out through the batch program.

ORGANIZATION

DISABLE DUPLICATE ORGANIZATION SELECTION (NEW)

When selecting an organization for any reason in N-FOCUS, the blue select arrow will be disabled on the List Organization window when a Duplicate organization is highlighted. In this situation, you should select the Permanent organization.

FIND PERMANENT ORGANIZATION FROM DUPLICATE (FIX)

Prior to this release, it was not possible to view the Permanent organization from the Actions drop-down menu when on the Duplicate organization's Detail Organization window. This problem is now fixed and you will be able to view the Permanent organization.

PAYMENTS

PRINT LIST OF PAYMENTS (NEW)

At the request of the N-FOCUS User Group, some enhancements have been made to the Payment window. The search criteria has been expanded and you will now be able to print a list of payments in your search criteria rather than using the print screen function which only prints the payments within the window.

To access the search payment window:

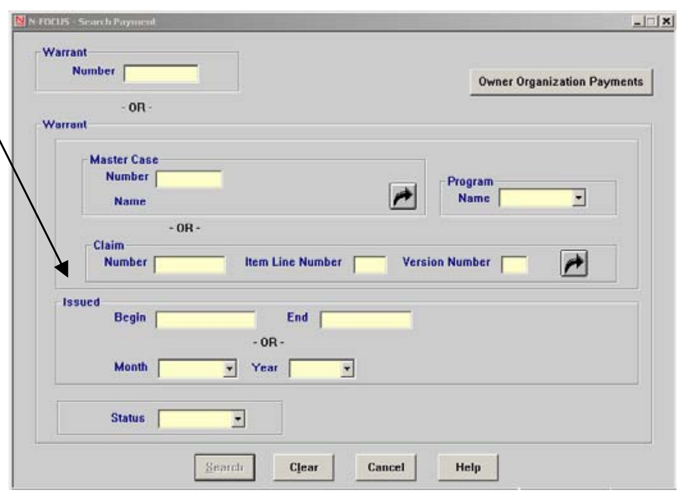
1. Select the Payments icon from the financial group box on the N-FOCUS main menu.

Result: The Search Payment window displays.

Note: You will now be able to enter a date range when searching for payments.

2. Enter your search criteria and select Search.

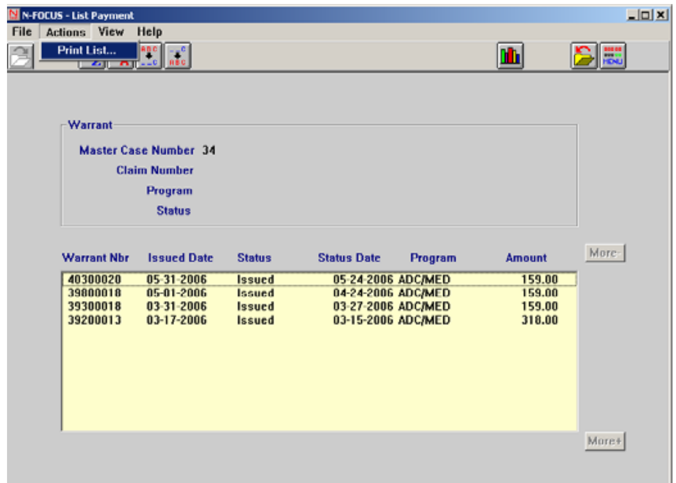
Result: The List Payment window displays.



Note: Sort and filter functions are available on this window.

3. Select Print List from the Actions drop-down menu.

Result: The Payment History window displays.



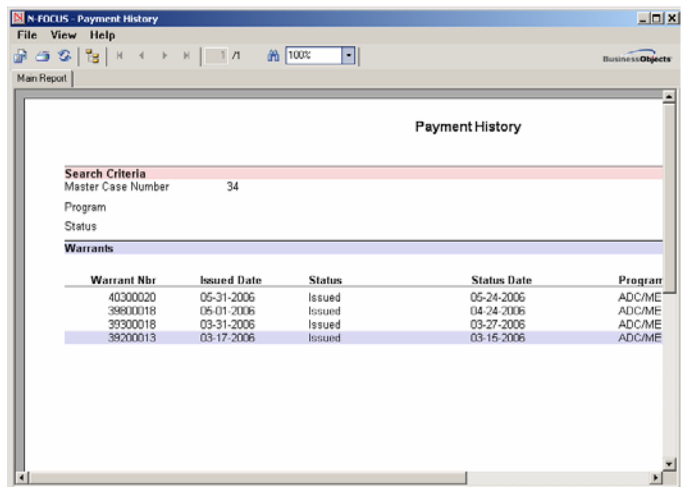
Note: This window also contains sort and filter functions under the View drop-down menu.

4. Select Print from the File drop-down menu or select the Print icon.

Result: The Print dialogue box appears.

5. Select OK.

Result: The Payment list prints.



PERSON DETAIL

MESSAGE FOR FCRB PERSON TRACKING RELATIONSHIP (CHANGE)

Prior to this release, if a person was in N-FOCUS as a parent, sibling, other adult, or placement provider of a child in a Foster Care Review Board (FCRB) person tracking record, it was not possible to see this relationship from the Person Detail window. You will now be notified if someone is related to the FCRB person tracking by selecting the Person Tracking icon from the Person Detail window. If the person is a parent, sibling, other adult or placement provider for the FCRB, you will now receive the following message, “This person is a relative or placement provider for FCRB.” If the person is the child who is being tracked by the FCRB, you will still flow to the Detail Person Tracking window.

This functionality was added to assist N-FOCUS users in determining whether or not it is appropriate to discontinue a person. In addition to checking if the person has a role in a master case, program case, organization or Charts Referral, it is important to also check for a role in a FCRB person tracking record prior to discontinuing the person. In some instances you may still want to discontinue the person associated with the FCRB record (such as when a child is adopted).

REPORTS

FSP Supervisor Case Review (CHANGE)

Two additional columns have been added to the FSP Supervisor Case Review report. There is now a column that indicates when a person with an Immigration status is in the case. The other new column indicates when there is a person in the case that is in a Financially Responsible status. Persons in FR status are either ineligible or disqualified.

This report was previously found on N-FOCUS, but has now moved to Crystal Enterprise on the Internet. The report runs on the 3rd work day of the month and will be available for viewing by the 4th work day of each month.

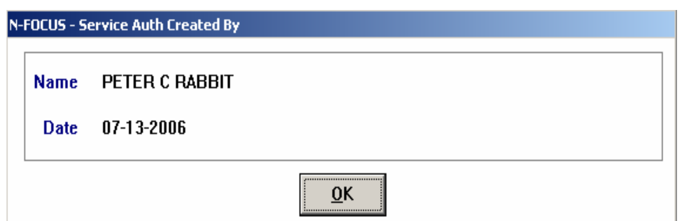
SERVICE AUTHORIZATION

Display Who Created Original Service Authorization (NEW)

You will now be able to view who initially created a service authorization on N-FOCUS.

1. Open the service authorization to the Service Authorization Detail window.
2. Select Auth Created by… from the Detail drop-down menu.

Result: The Service Auth Created By window displays who initially created the service authorization.



FOSTER CARE REVIEW BOARD

IN CARE

Allow Whole Number For Percentage Of Life In Care (CHANGE)

The Percentage of Life in Care on the List Detail FCRB In Care window will now allow input of a 3-digit whole number. No decimal is needed.

OFFICE POSITION

Error Message On Detail FCRB Contact Window (FIX)

Prior to this release, an error message indicating “Office Position selected is inactive and cannot be used” occurred on the Detail FCRB Contact window when a search was conducted by office, then staff person. You will no longer receive this error.

PERSON TRACKING

Search Person Tracking Window Fields (CHANGE)

The fields for Last Name and First Name have been changed on the Search Person Tracking window. The Last Name is now above the First Name. This change was made to align with other Search windows on N-FOCUS.

RELATIONSHIP

Establishment Of Relationship Disallowed (CHANGE)

A relationship may no longer be established on the List Detail FCRB Relationship window if the person on the Person Tracking Record is invalid, discontinued, or missing.

PROTECTION AND SAFETY

ASSIGNMENTS

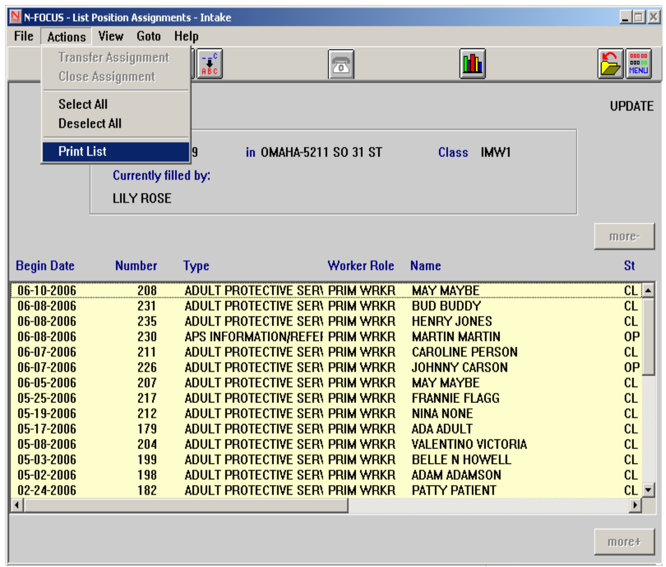
Print List Functionality For Intake Assignments (NEW)

It is now possible to view all your Intake assignments in a report on one window and print a list of these assignments.

1. Navigate to the List Position Assignments-Intake window.
2. Select Print List from the Actions drop-down menu.

Result: The list of assignments appears in a Crystal Report.

Note: Sort and Filter options are available on this window from the View drop-down menu.

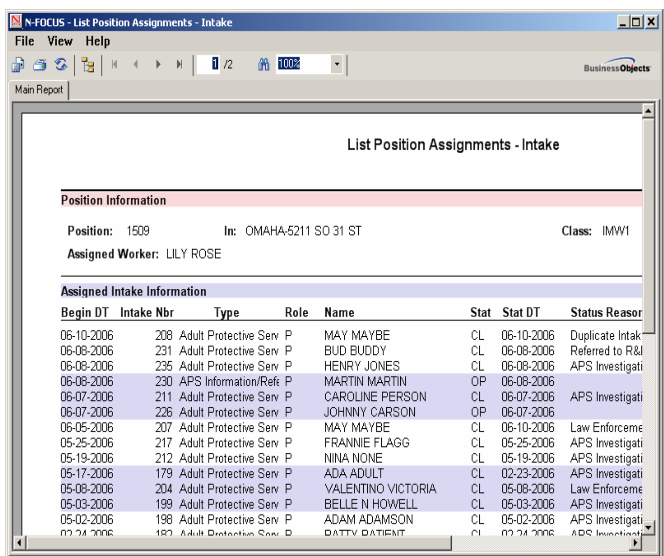


3. Select Print from the File drop-down menu or select the Print icon.

Result: The Print box displays.

4. Select OK.

Result: The list of assignments prints.



INTAKE

Force Print Of Law Enforcement Notice (NEW)

Starting with this release all Law Enforcement Notices must be printed locally. The Cancel button will be disabled on the Print window. State statute requires the

Adult/Child Abuse and Neglect reports be provided to Law Enforcement Organizations immediately. This change is in support of policy and the Governor's initiative for state organizations sharing information. Do not reprint the law enforcement notice unless there is a change that needs to be shared with law enforcement. You may reprint the intake worksheet as an alternative.

APS SPECIFIC TOPICS

ASSIGNMENTS

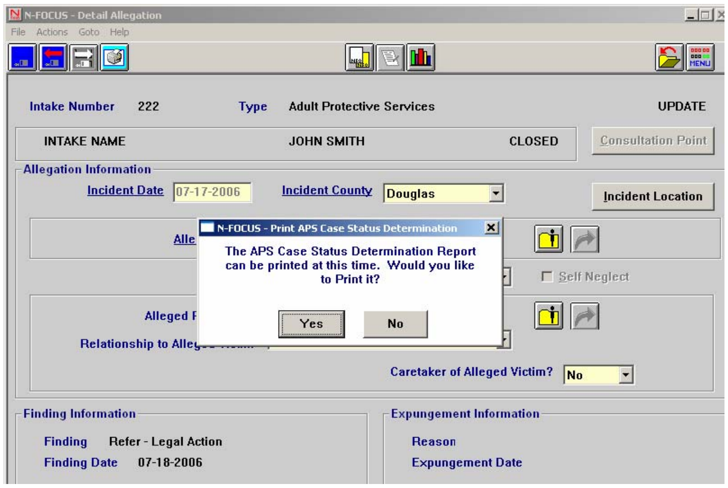
Protect APS Assignments (NEW)

You will now be required to add or update APS case assignments from the Detail Program Case window for the APS case rather than from the Master Case window. This change was made at the request of the N-FOCUS User Group and will help avoid the problem of SSWs getting assigned to these cases by accident when an entire master case and its programs (other than APS) are transferred to a different SSW.

CORRESPONDENCE

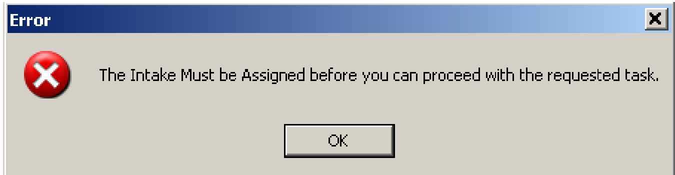
Case Status Determination To Law Enforcement (NEW)

With this N-FOCUS release, the Case Status Determination to Law Enforcement becomes automated. When you enter a finding on the allegation window, a pop-up window will display asking if you want to print the APS Case Status Determination.



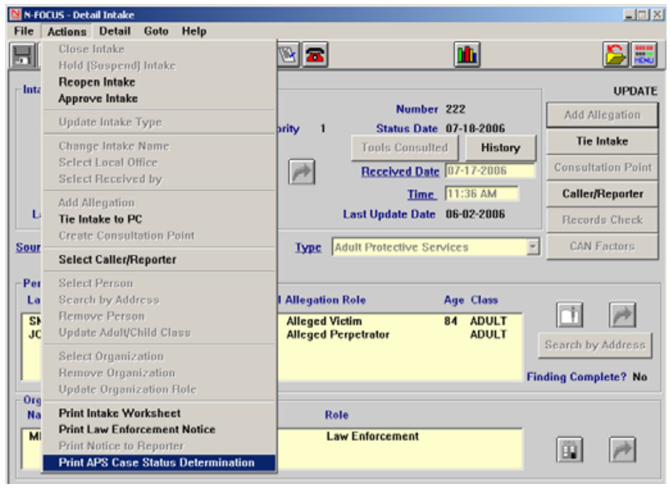
If you answer Yes, the Notice showing the finding will print immediately. If you intend to enter more findings on additional allegations entered for this Intake at this time, answer No to this question until you have entered all of the findings. By doing this, all of the findings will display on a single notice.

If you have not created an assignment for the Intake by the time the Finding is entered, the system will force you to do so before you can initiate this Notice. The following pop-up window displays:



Return to the Detail Intake window if necessary to create the Intake Assignment.

Select Print APS Case Status Determination from the Actions drop-down menu on the Detail Intake window if you had to return to this window to create the Intake Assignment.



Reporter Notice Wording (CHANGE)

The wording for the Adult Protective Services Reporter Notice has been updated to reflect the two new reasons for closing the intake. If the intake is closed for the reason "Referred to R&L for Action" the notice will read "… we want you to know that the incident/condition which you reported was referred to the Health and Human Services Regulation and Licensure Division for action."

If the intake is closed for the reason "Referred to R&L for Info Only" the notice will read "… we want you to know that the incident/condition which you reported was referred to the Health and Human Services Regulation and Licensure Division for their information.

REGULATION AND LICENSURE

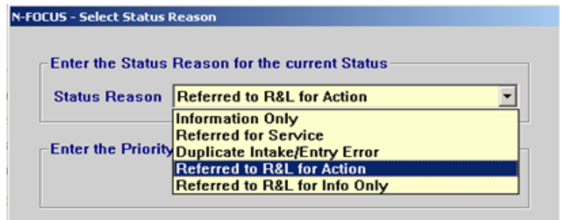
Intake Closing Reasons Added (NEW)

The following reasons for closing any APS related intake now include:

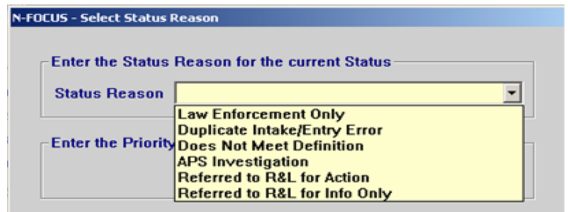
- Referred to R&L for Action
- Referred to R&L for Information

Both reasons are available for both the Intake type Adult Protective Service (used when any allegation is involved) as well as for the Intake type APS Information and Referral (used when the intake contact does not involve an allegation).

Intake close status reasons for APS *Information and Referral* intake types.



Intake close status reasons for *Adult Protective Services* intake types.



CWIS SPECIFIC TOPICS

ADOPTION

HHS ADOPTIONS ERRONEOUSLY CODED AS PRIVATE ADOPTIONS (FIX)

Prior to this release, some problems had been identified when attempting to process Subsidized Adoption (SA) cases. One problem existed when the adopted child had been closed as a Participant in the CFS case before the month just prior to the month the SA case was pended. To process as an HHS adoption, N-FOCUS looked for a Participant role in the CFS case the month prior to opening the SA case. When it didn't find this role, it assumed the adoption was private and did not offer the HHS adoption questions in the Expert System Adoption task. This scenario was happening when a SA/MED child moved out of state. The child was no longer eligible for Nebraska Medicaid, but was still eligible for a payment so an SA only case was pended. A variation of this problem occurred if the CFS case was never converted to N-FOCUS because the adoption occurred prior to N-FOCUS implementation. If the child moved out of state, the SA/MED case was closed and an SA payment only case was pended, the system did not find a CFS case Participant role for the child the month prior and assumed the case was a private adoption.

The fix has been implemented and there should no longer be problems processing these types of cases. The system will now look for either a Participant or CFS Participant role in the CFS case the month prior to the SA case being pended. In addition, if no CFS case role is found, it will look for an SA/MED case role.

ALERTS

EMERGENCY APPROVAL ENDS (NEW)

With the new license approval type of Emergency Approval (see the CWIS Licensing section of the Release Notes), a new alert will be generated to RD workers who are assigned to the Home Details area of an organization. The alert will display 30 days prior to the End Date of the Emergency Approval.

ASSESSMENTS

INCREASE NUMBER OF ALLEGATIONS ALLOWED WHEN PRINTING (NEW)

Prior to this release, when attempting to print an assessment that contained more than 30 allegations, an error message was received. You will now be able to print an assessment with up to 50 allegations attached.

CASE PLAN

SUPERVISOR APPROVAL CHECKBOX REQUIRED TO FINALIZE (NEW)

You will now be required to have a supervisor check the Supervisor Approval Checkbox prior to finalizing a case plan. This change was implemented because it is a federal requirement.

SUPERVISOR SIGNATURE LINE FOR ICCU (NEW)

The name of the supervisor who checks the Supervisor Approval Checkbox is automatically added to a Case Plan. With this release, an additional supervisor signature line has been added to the printed copy of a Case Plan. This change was made to accommodate the requirement that Case Plans for cases supervised by an ICCU have a signature from an ICCU supervisor as well as an HHS supervisor.

LEGAL ACTION

ADJUDICATION DATE REQUIREMENT (NEW)

You will now be required to enter an adjudication date when an adjudication status is entered on Legal Action. If the case has not yet been adjudicated, enter “Adjudication Status Pending” in the adjudication status field. You will not be required to enter a date when the status is “Adjudication Status Pending” or “No Adjudication Status.” If the petition has been denied, enter “Petition Denied” in the adjudication status field and the date the court denied the petition in the adjudication date field.

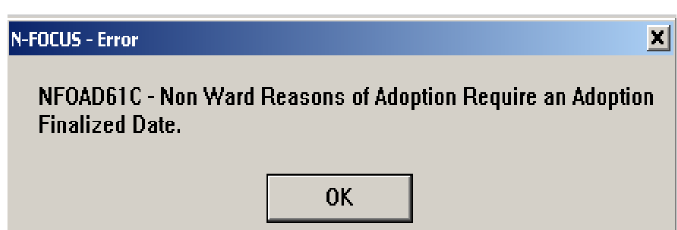
LEGAL STATUS

ADOPTION FINALIZED DATE REQUIREMENT (NEW)

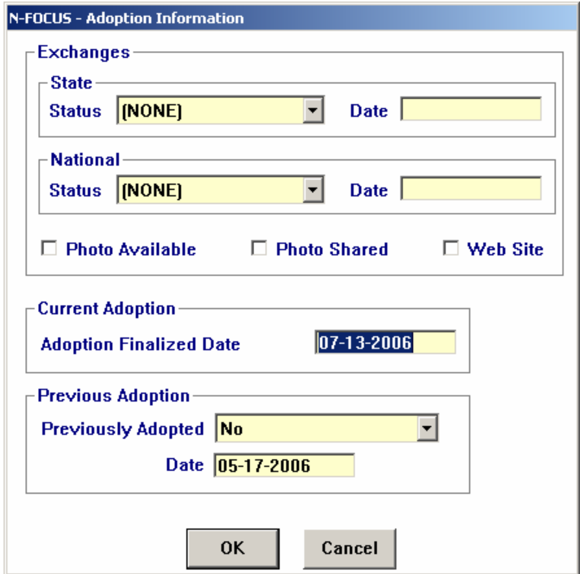
When entering a legal status of Non-Ward with the reasons of “Adopted by Foster Parent,” “Adopted by Relative,” “Adopted by Step-Parent,” or “Adopted by Other Non-Relative,” you will now be required to enter an Adoption Finalized Date before saving and closing the window.

When the legal status is updated to Non-Ward, you will receive a message notifying you of the requirement to enter an adoption finalized date.

Select OK.



Result: The Adoption Information window will display with the Adoption Finalized Date defaulted to the date of the Non-Ward status. If this is not the actual adoption date, you may enter the correct date.



LICENSING

LICENSE/APPROVAL LIST BASED ON FACILITY TYPE SELECTED (NEW)

With this release, the list of License/Approval types will be tailored to the facility types you have chosen. Depending on the facility types chosen, you will only see the License/Approval types that are appropriate for the facility type(s).

NEW FACILITY TYPE (NEW)

With this release a new facility type of Continuity Foster Care has been added to the Organization Home Details window. This facility type is used for children who have been in a facility type of Agency Based Foster Home and no longer need that level of care, but the plan is to keep them with those foster parents.

NEW LICENSE/APPROVAL TYPE (NEW)

With this release a new License/Approval Type and functionality entitled “Emergency Approval” has been added to the Detail License/Approval window. The Emergency Approval License/Approval type is only used when a child is placed in a facility type of “Child Specific Foster Home-Approved” or a “Relative Foster Home-Approved” on an emergency basis. An Emergency Approval will require an End Date of 60 days or less. An alert will be issued 30 days prior to the End Date. A one-time extension of 30 days will be allowed. All background checks, except National Criminal History and Other, will be required to activate the Emergency Approval.

ORGANIZATION

BACKGROUND CHECKS ON HOME STUDY (TIP)

If Background Checks have been entered from the Detail Organization window, they will automatically print to the new Home Study format (see Create and Print Home Study). You should no longer be documenting Background Checks in the Organization or Home Details narratives.

Background Check Other Added (NEW)

A new type of Background Check entitled "Other" has been added to list of Background Check types. This type is to be used to document motor vehicle checks or checks from law enforcement agencies from other states, etc.

Background Checks Required (NEW)

With this release, Background Checks, with the exception of Other, are required to be documented prior to activating Foster Care Licenses and Child Specific, Relative, and Adoptive Home Approvals. Emergency Approvals will not require either the National Criminal History and Other checks. All Background Checks must be documented via the Background Checks icon located on the Detail Organization window. It is important to document the Background Checks prior to going to the Detail License/Approval window. If you don't, you will have to go back to the List Background Checks window to add the required Background Checks. You will be able to put the licensing information you entered in Pending Status so it will be saved and not have to be reentered. See the March 2006 N-FOCUS Release Notes for instruction on how to add Background Check information.

Create And Print Home Study (NEW)

It is now possible to create and print a Home Study in N-FOCUS. There is one format and it is for use for any type of Home Study or Approval Study. The Home Study will be created from the Organization's Home Details window. It is necessary to enter Organization information such as address, telephone numbers, Background Checks, and Placement Preferences prior to attempting to print the Home Study to ensure all pertinent data displays on the printed Home Study. Once printed, a copy of the Home Study will be stored in Correspondence. With this added functionality, Home Studies and Approval Studies should no longer be documented in the Narrative areas of Organization Detail or Home Details.

1. Navigate to the Detail Organization window and select the Home Details button.

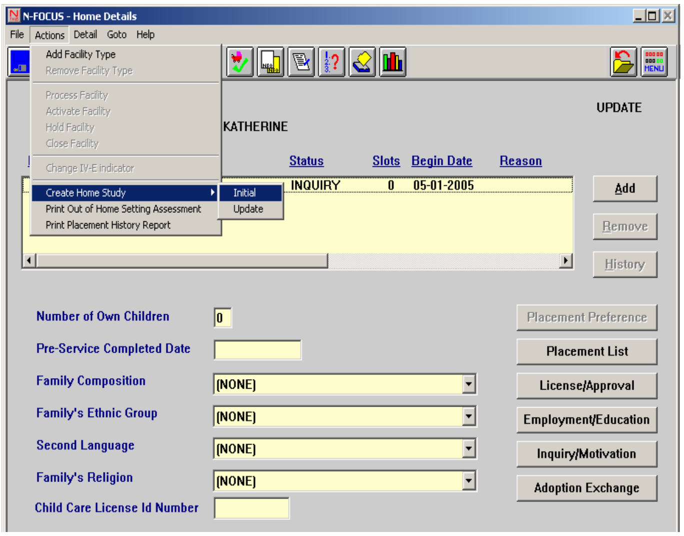
Result: The Home Details window will display.

2. Select Create Home Study/Initial from the Actions drop-down menu.

Result: The Home Study window displays.

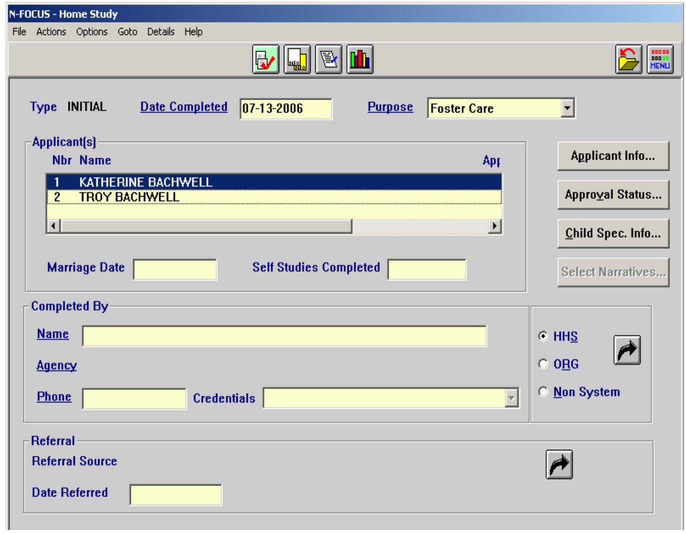
3. Enter Date Completed.

4. Select the Purpose of the Home Study from the Purpose drop-down menu.



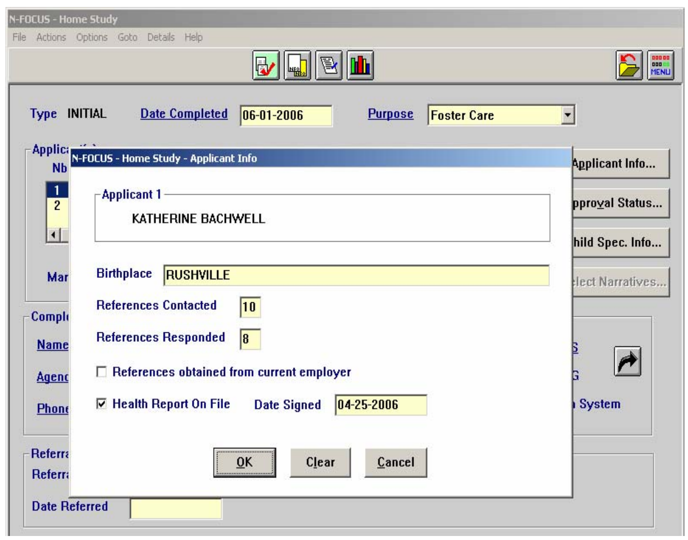
5. Highlight the name of Applicant 2 (if applicable) and select the Select/Clear Applicant 2 option from the Actions drop-down menu.
6. Highlight the name of Applicant 1.

Result: The Applicant Info button enables.

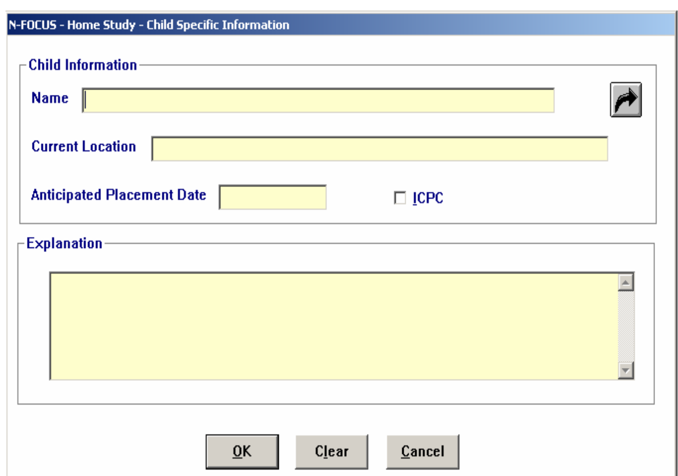


7. Select the Applicant Info button and enter the appropriate information in the Home Study Applicant Info dialogue box. Select OK when finished to return to the Home Study window. (Repeat for Applicant #2 if applicable).

Note: References information is required.



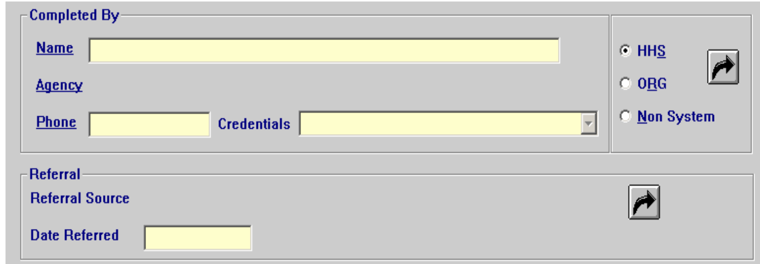
8. Select the Child Specific Info button and enter the information in the Home Study Child Specific Information dialogue box, if applicable. Select OK to return to the Home Study window.

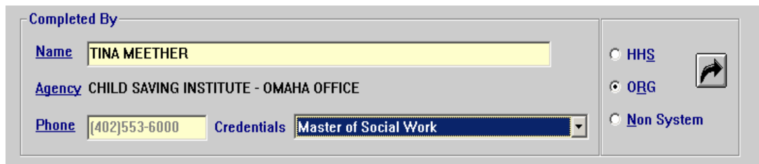


9. Enter Marriage Date, if applicable.
10. Enter Self Studies Completed Date, if applicable.

11. Enter Completed By information.

- Select the HHS, ORG, or Non-System radio button depending on whether the Home Study was completed by an HHS staff person, other organization loaded on N-FOCUS, or a private contractor not found on N-FOCUS.
- Click on the out-select arrow icon to flow to either the Select Office Position window, Search Organization window, or Non-System Information window depending on which radio button was selected and select the appropriate entity.

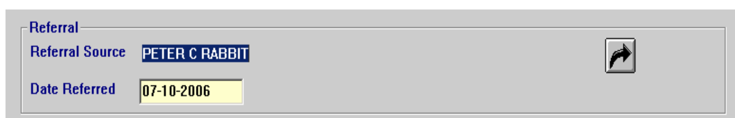




- Note: If ORG is selected, type in the name of the person who completed the Home Study. If ORG or Non-System person is identified you must select the appropriate Credentials.

12. Click on the Referral out-select arrow icon to enter a Referral source, if applicable.

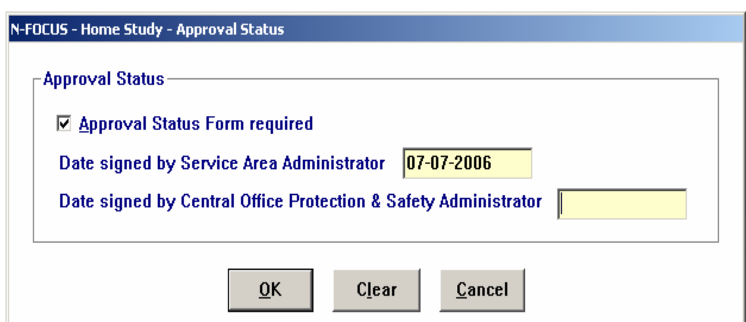
Result: The Search Office Position window displays to select the appropriate HHS staff person.



13. Enter the Referral Date, if applicable.

14. Select the Approval Status button if an Approval Status Form is required.

Result: The Home Study-Approval Status dialogue box displays.



15. Select the Approval Status Form Required check box. Note: Date signed by Service Area Administrator is required.

Date signed by Central Office Protection & Safety Administrator is optional.

Select OK to return to the Home Study window.

16. Select the narrative icon.

Result: The Search narrative dialogue box displays.

17. Highlight a Subject Area and select the New button.

Result: The Detail Narrative window displays.

18. Enter narrative text. Select the Save & Next icon or Select Save & Next from the File drop-down menu to continue entering narrative for each Item in the Subject Area.

19. Select Save & Close when you have completed all of the narratives for one Subject Area.

Result: The Search Narrative dialogue box displays.

20. Continue entering narratives for each Subject Area. Select cancel when finished.

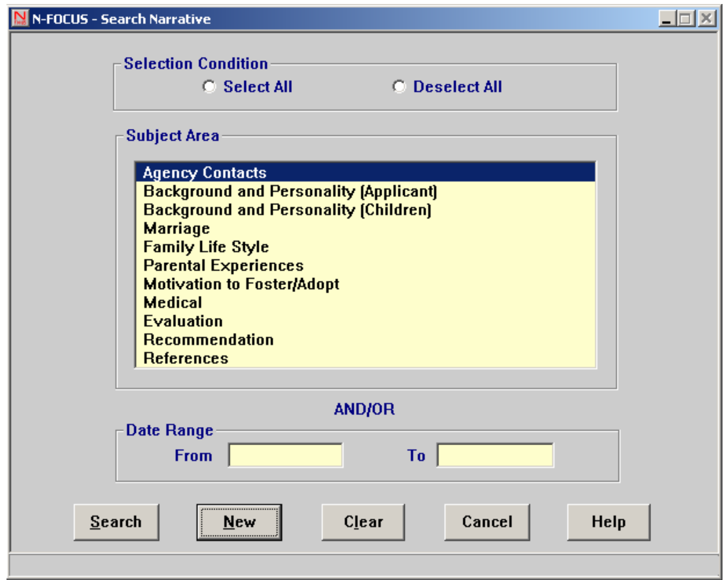
Result: The Home Study window displays.

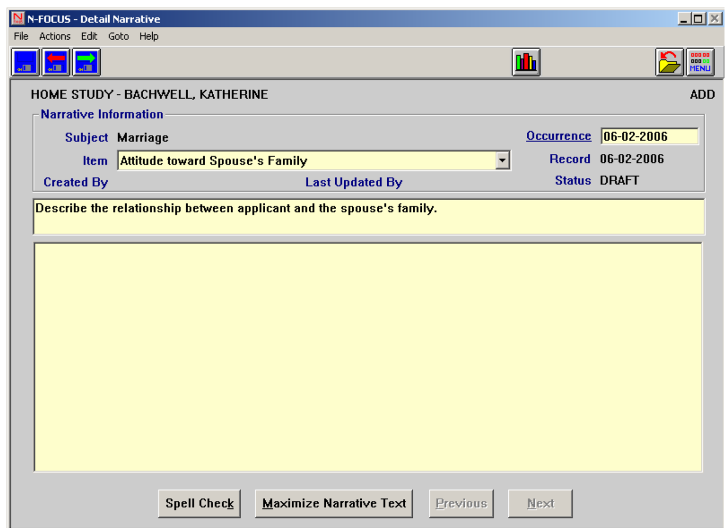
21. Select Print from the Actions drop-down menu.

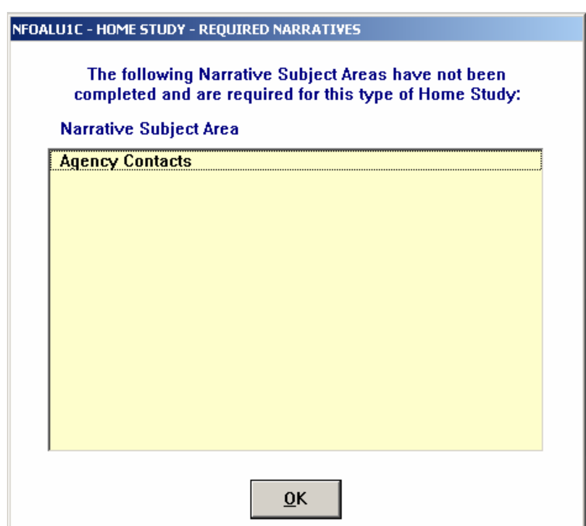
Result: The Print dialogue box displays.

Note: If some required narrative items have not been completed, the Home Study-Required Narratives dialogue box will display with a list of Subject Areas that are missing narratives.

22. Select Print.







Result: The Home Study is printed.

It is also possible to create and print a Home Study Update:

1. Navigate to the Detail Organization window and select the Home Details button.

Result: The Home Details window will display.

2. Select Create Home Study/Update from the Actions drop-down menu.

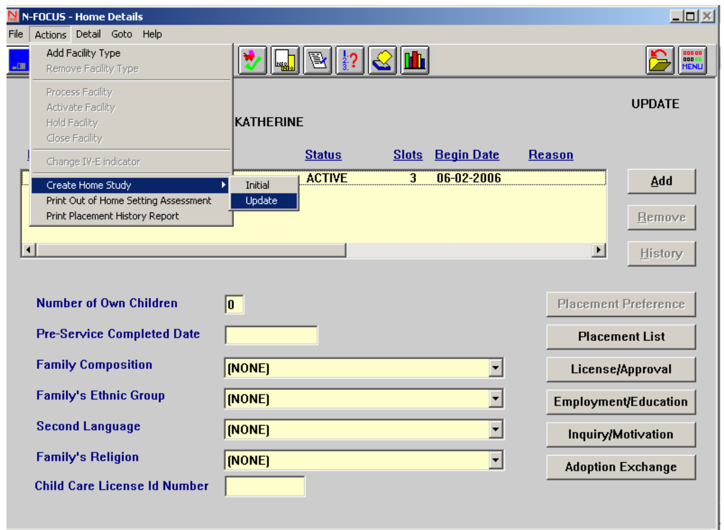
Result: The Home Study window displays.

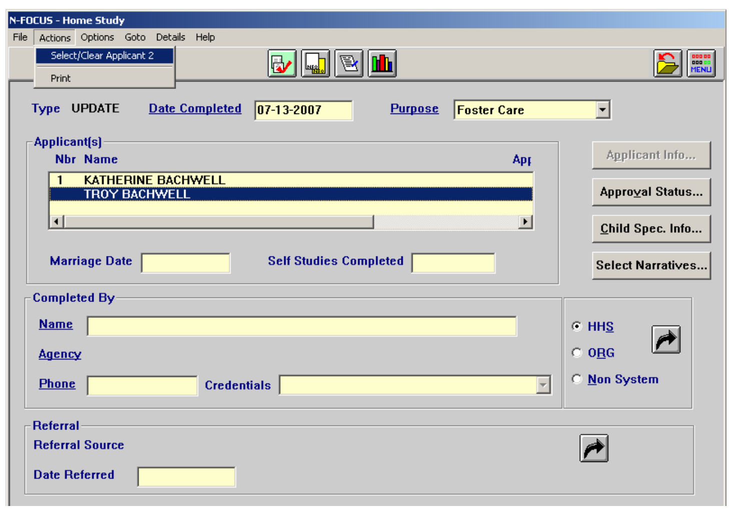
3. Enter Date Completed.
4. Select Purpose from the Purpose drop-down menu.
5. Highlight the name of Applicant 2 (if applicable) and select the Select/Clear Applicant 2 option from the Actions drop-down menu.
6. Highlight the name of Applicant 1.

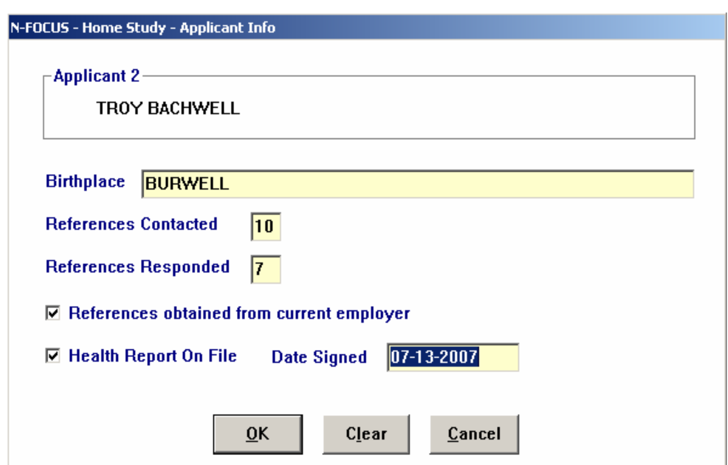
Result: The Applicant Info button enables.

7. Select the Applicant Info button, if applicable, and enter the appropriate information in the Home Study Applicant Info dialogue box. Select OK to return to the Home Study window. (Repeat for Applicant #2 if applicable).

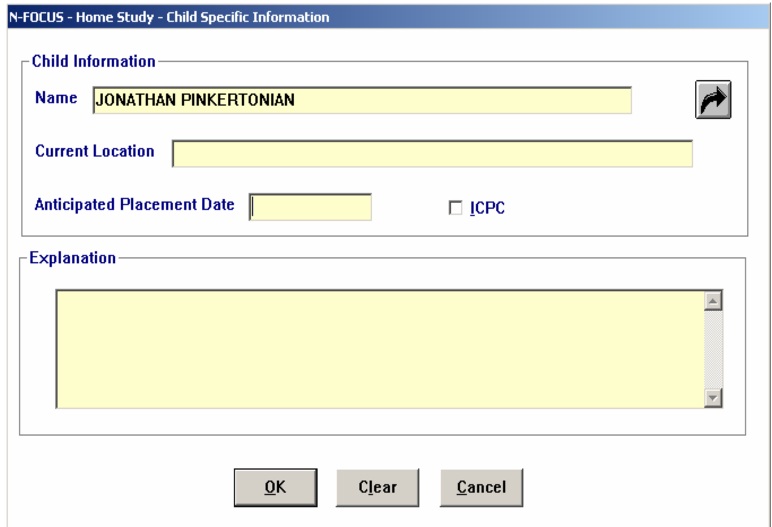
Note: The Applicant Info dialogue box data is not required for an Update.







Select the Child Specific Info button and enter the information in the Home Study Child Specific Information dialogue box, if applicable. Select OK to return to the Home Study window.

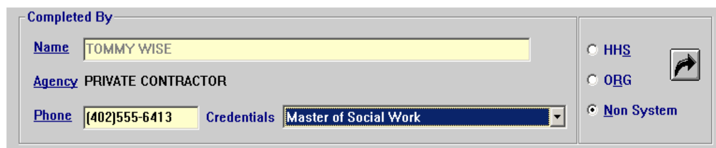


8. Enter Marriage Date, if applicable.

9. Enter Self Studies Completed Date, if applicable.

10. Enter Completed by information.

- Select the HHS, ORG, or Non-System radio button depending on whether the Home Study was completed by an HHS staff person, other organization loaded on N-FOCUS, or a private contractor not found on N-FOCUS.



- Click on the out-select arrow icon to flow to either the Select Office Position window, Search Organization window, or Non-System Information window depending on which radio button was selected and select the appropriate entity.
- Note: If ORG was selected, type in the name of the person who completed the Home Study. If ORG or Non-System person is identified you must select the appropriate Credentials.

11. Select the Referral out-select arrow icon to enter a Referral source, if applicable.

12. Enter the Referral Date, if applicable.

13. Select the Approval Status button if an Approval Status Form is required.

Result: The Home Study-Approval Status dialogue box displays.

14. Select the Approval Status form Required check box. Note: Date signed by Service Area Administrator is required. Date signed by Central Office Protection & Safety Administrator is optional.

15. Select the Narrative icon.

Result: The Search Narrative dialogue box displays.

16. Highlight a Subject Area that needs to be updated and select the New button.

Result: The Detail Narrative window displays.

17. Select the appropriate narrative Item from the drop-down list and enter the narrative text.

18. Select the Save & Next icon to continue if entering narratives for each Item of the Subject Area.

19. Select Save & Close when you have completed the narratives for that Subject Area.

Result: The Search Narrative dialogue box displays.

20. Continue entering narratives for other Subject areas as needed. Select cancel when finished updating narratives.

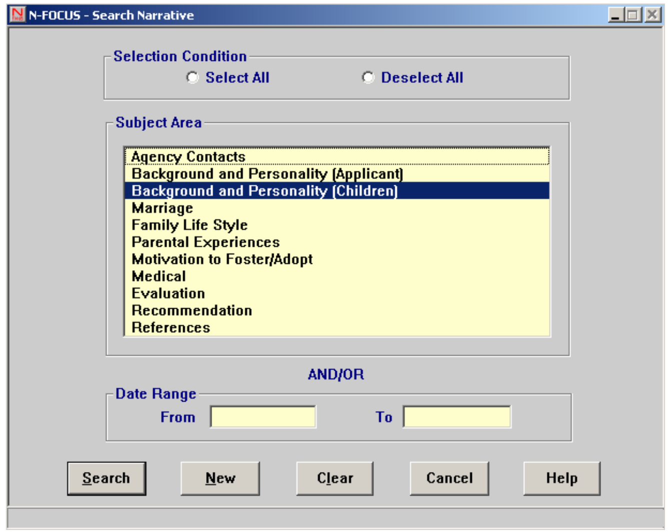
Result: The Home Study window displays.

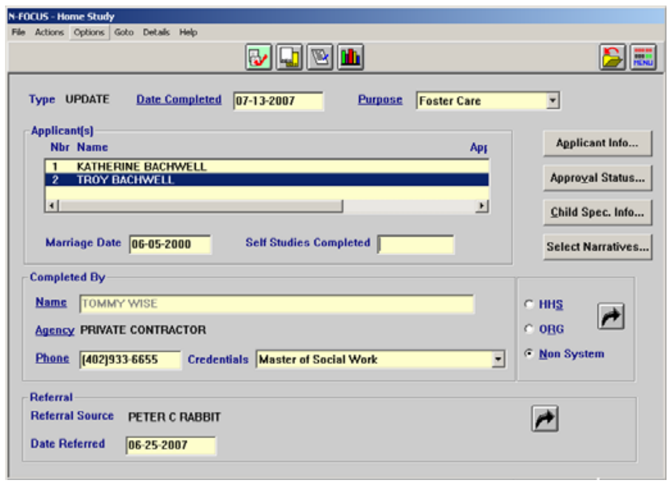
21. Click on the Select Narratives button.

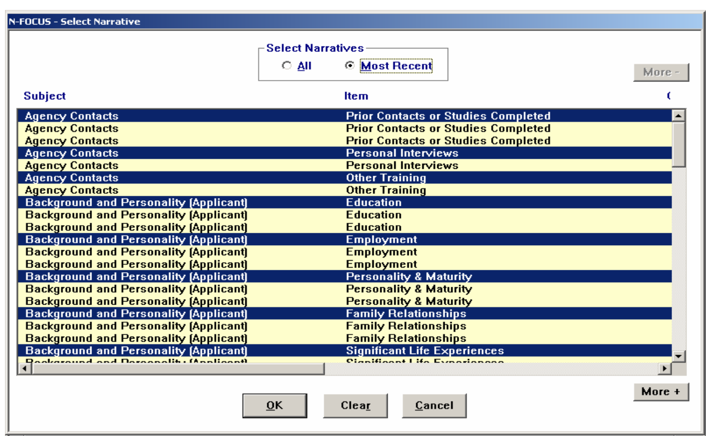
Result: The Select Narrative window displays.

22. Select which narratives you wish to print and select OK.

Result: The Home Study window displays.







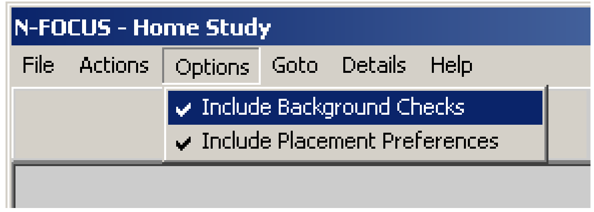
Note: If you want to print only the Narrative(s) you just Updated, select those lines only. If you want to print all of the Narratives select the All radio button. If you want to print only the most recent narratives select the Most Recent radio button. Remember, the “Most Recent” may include narratives that were written two years ago.

23. Select the Options Menu.
24. Select Print from the Actions drop-down menu.

Result: The Print dialogue box displays.

25. Select Print.

Result: The Home Study is printed.



Note: For the Update Home Study version, the Background Checks and the Placement Preferences sections will print automatically. If you do not want these sections to print, click on the check mark next to the appropriate option.

Note: A problem has been identified that can not be corrected for this release. The Medical narratives are not printing on an Initial or Update Home Study document. This problem is schedule to be fixed with the August 2006 N-FOCUS Interim Release.

Print Placement Lists (NEW)

You will now be able to print the list of current Active Placements/Bedholds for an Organization from the Placement List window. You will also now be able to print a list of historic Placements/Bedholds from the Placement List window and from the Home Details window.

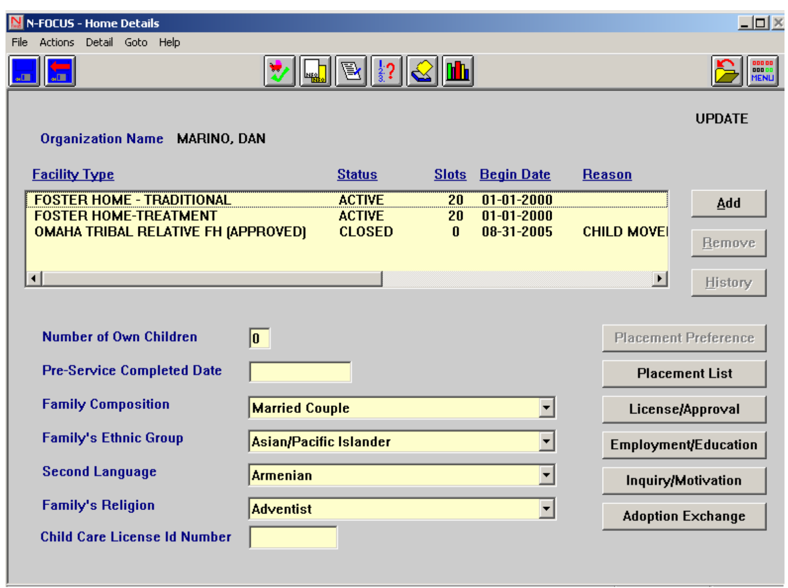
To print the current Placement/Bedhold List Report:

1. Navigate to the organization's Home Details window.
2. Select the Placement List button.

Result: Either the Placement List window or the Detail Placement window displays.

Note: If there is only one current placement/bedhold, the Detail Placement window displays. You cannot print a current list report. If needed, you can select Print Screen on your keyboard.

3. Select Print Active/Bedhold Report from the Actions drop-down menu.



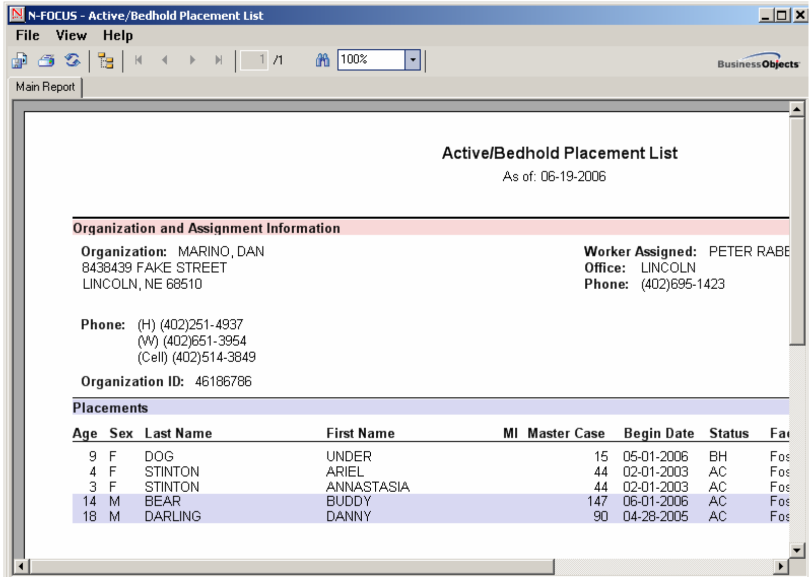
Note: Click on the View drop-down menu to use the Sort and Filter options as needed before printing the report.

4. Select the Print icon or select Print from the File drop-down menu.

Result: The Print dialogue box displays.

5. Select OK.

Result: The report prints.



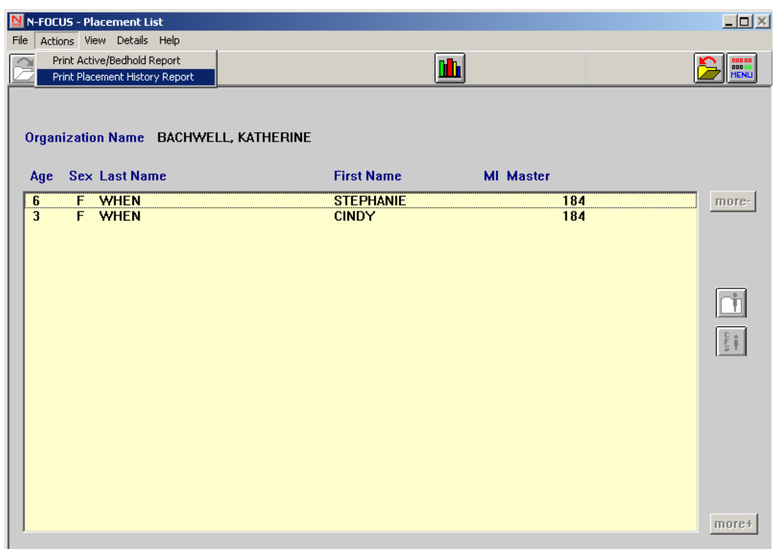
To print the Placement/Bedhold History Report:

1. Navigate to the organization's Home Details window.

2. Select Print Placement History Report from the Actions drop-down menu.

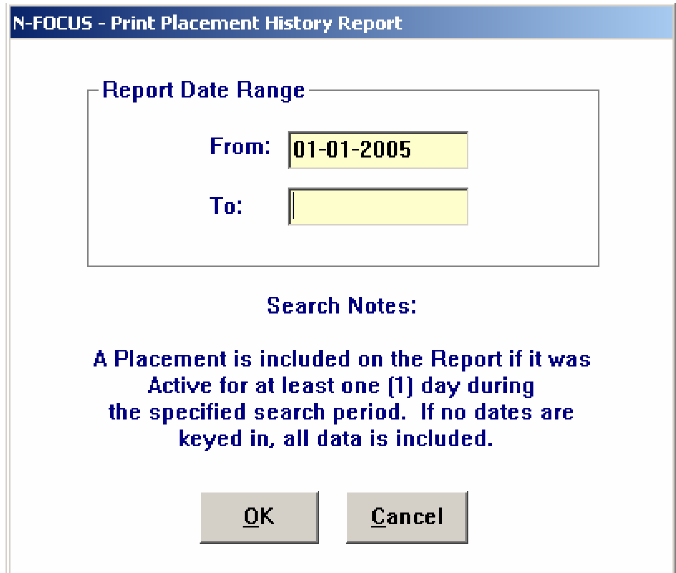
Result: The Placement History Report dialogue box displays.

Note: You can also print the Placement History Report by selecting Actions on the Placement List window.



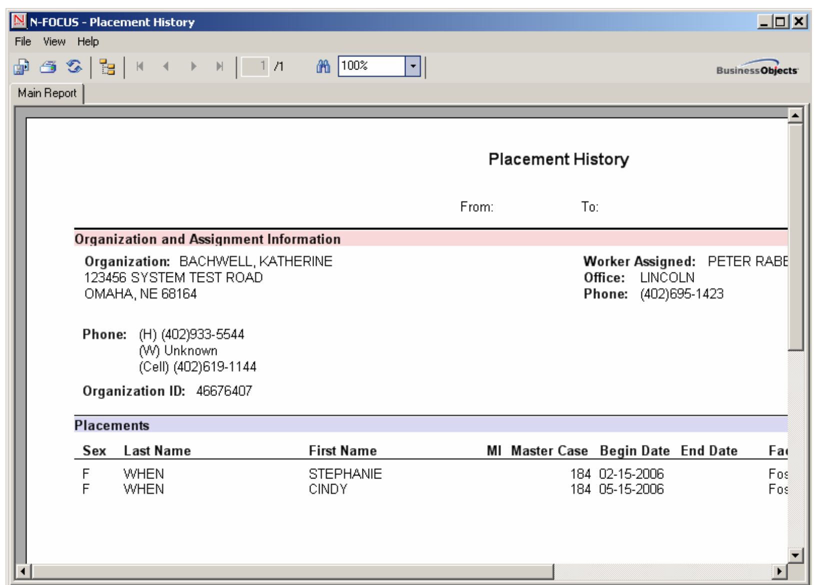
3. Enter date range for the report.

Note: If a From date is entered and the To date is left blank, the report will print up to the current date. If neither date is entered, the report will print all placements/bedholds ever documented.



4. Select OK.

Result: The Placement History Report displays.



Note: If a line on the report has no End Date, this indicates a current active placement/bedhold.

Note: Click on the View drop-down menu to use the Sort and Filter options as needed before printing the report.

5. Select Print from the Actions drop-down menu or select the Print icon.

Result: The Print dialogue box displays.

6. Select OK.

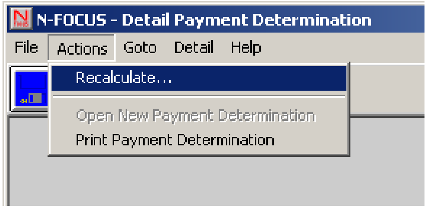
Result: The report prints.

PAYMENT DETERMINATION

Foster Care Pay Rate Increase (NEW)

The new 2% increase for Out of Home Maintenance and Respite Services has been added to the FCPay (Detail Payment Determination window). It will be necessary to recalculate the payment determination to reflect the new rates.

Select Recalculate from the Detail Payment Determination window.



Result: The rates will be recalculated to reflect the 2% rate increase.

PLACEMENT

Continuity Foster Care Facility Type (NEW)

A new placement facility type of Continuity Foster Care has been added to N-FOCUS. This facility type is IV-E eligible. This facility type is used for children who have been in a facility type of Agency Based Foster Home and no longer need that level of care, but the plan is to keep them with those foster parents.

Two Placement Close Reasons Added (NEW)

Two new placement close reasons have been added to N-FOCUS. The two additional reasons are "Move to Relative Home" and "Lower Level of Treatment Needed."

VISITATION PLAN

Save Visitation Plan Problem (FIX)

The problem saving a Visitation Plan after receiving the "Edit errors exist on the window" error message has been fixed. If you have entered incorrect data and the Edit errors exit error message appears, you will now be able to OK the message, correct the error(s), and save the Visitation Plan.

EXPERT SYSTEM

BUDGETING

ADC Fund Code For Two-Parent Household With Minor Parent (CHANGE)

When there is a two-parent household and either one or both is a minor, N-FOCUS will now set the ADC fund code to "State Only." We now look at minor parents when making the determination of two-parent households for funding purposes.

Burial Trust Disregard For AABD, ADC AND FSP Cases (CHANGE)

The Nebraska Legislature has changed the amount that can be disregarded for Irrevocable Burial Trusts from $3,000 to $4,000. This change will now be reflected on AABD, ADC and FSP budgets when a resource type of Burial Trust/Agreement-Irrevocable is entered.

TBR Household Member With Allotment Reduction Leaves (FIX)

When a FSP household member that is attached to a budget, person, or case sanction is removed from the FSP unit during a TBR period, the allotment reduction as well as any income and expenses attached to the person will be removed from the budget.

TMA Half-Grant Fund Code Change (NEW/TIP)

At the request of federal auditors, the fund code for TMA Half-Grant budgets has changed from "State Only" to "Transitional." The change will be reflected in any TMA Half-Grant budget run for August 2006 forward.

Any August 2006 TMA Half-Grant budgets run prior to July 10 will need to be recalculated in order to correctly set the fund code to "Transitional."

CORRESPONDENCE

Update Comments, Notices Enhancements (NEW/FIX)

You will again be able to update the comments on an Expert System notice while in the Mainframe. This action must be done prior to the notice being printed locally or through the batch program.

In addition to the enabling of Update Comments the following enhancements have been made to Expert System notices:

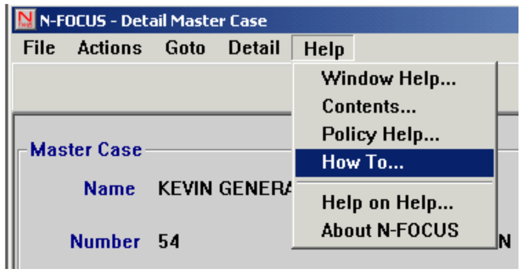
- You will now be able to use the Spell-check function in the Update Comments section of the Expert System notice in either Expert or Mainframe (prior to the notice being printed).
- You will now be able to use the right-click mouse functions of copy, cut, and paste while in Update Comments of the Expert System notice in either Expert or Mainframe.

RESOURCE DATA COLLECTION

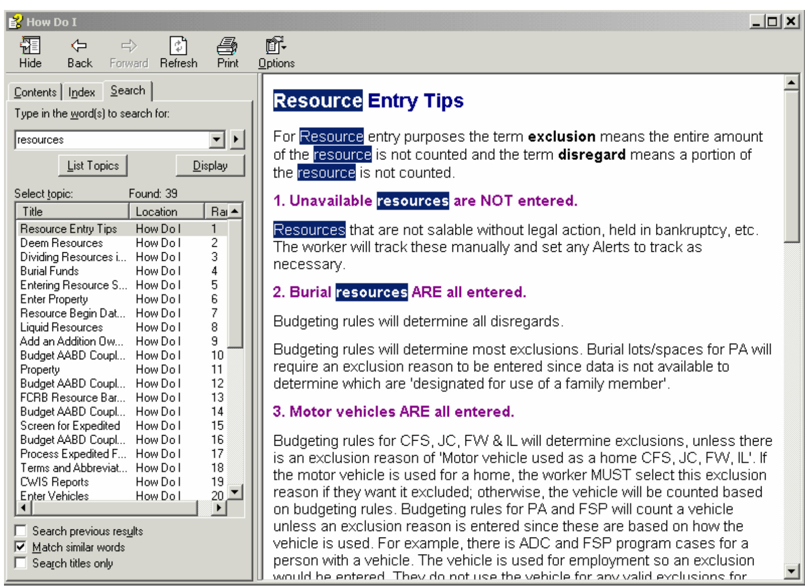
RESOURCE ENTRY PROCEDURES (TIP)

For assistance on how to enter resources, please refer to the "How Do I" Help document on N-FOCUS. To access How Do I:

1. Select How To... from the Help drop-down menu. Result: The How Do I window displays.



2. Select the Search tab.
3. Enter the word "resources" in the search field.
4. Select the List Topics button. Result: The list of topics containing the term "resources" appears.
5. Double-click on the Resource Entry Tips line. Result: The Resource Entry Tips document displays.



UNEARNED INCOME DATA COLLECTION

SOCIAL SECURITY ADJUSTMENT REASON ADDED (NEW)

A new adjustment reason of "Prior Overpayment Not On Assistance" has been added. When selected, this new adjustment reason will result in the gross amount of the Social Security check being used in the AABD budget while the net amount will be used in the FSP budget.